

LAPEER COUNTY PROBATE / FAMILY COURT

JOB POSTING

Position: Intensive Caseworker

Job Responsibilities: See attached Job Description

Qualifications & Requirements:

Education: Bachelor's degree in social sciences or related human services field

Experience: Three to six month experience, including internships

Hours of Work per Week: 40

Benefits: Salary: Entry level: \$18.90 with fringe benefits

Status: Contractual

Application & Job Description: lapeercountyweb.org

Application & Resume to: Lori E. Curtiss/Court Administrator
Lapeer County Probate /Family Court
255 Clay Street
Lapeer, Michigan 48446

Email: lcurtiss@lapeercounty.org

Application Deadline: Until Filled
EOE

LAPEER COUNTY
PROBATE/FAMILY COURT
INTENSIVE CASEWORKER
CONTRACTUAL POSITION

General Summary

Under the direct supervision of the Probate/Circuit Court Administrator. This position will monitor high risk youth who are at risk of out of home placement and adults who are experiencing substance abuse related issues and at are at risk of losing or have lost their children. Provide intensive supervision of these youth, families and adults in working the program until their successful completion.

Essential Functions

1. Provides orientation to newly assigned participants, explaining and interpreting terms and conditions of probation orders, program requirements and court policies and procedures.
2. Develops plans, coordinates and manages a full continuum of treatment services for Intensive Probation Court participants, their families to meet their needs.
3. Develops plans, coordinates and manages a full continuum of treatment services for adult participants placed into the program.
4. Actively monitors compliance of the participants in the program and reports weekly to the Administrator as to the progress of the participants.
5. Conducts ongoing assessments of participants/families to make informed recommendations to Case Conference Team.
6. Completes drug screens on participants and families as required.
7. Meets with participants and families on a prescribed schedule to help build family relationships, solve crises, support efforts to attain program goals, etc.
8. Assures incentives and sanctions are implemented.
9. Utilizes a team approach with treatment providers and others as deemed necessary.
10. Assist participants in securing employment, entering school, securing training to improve job skills, and other rehabilitative measures as needed.
11. Testifies in court as to recommendations of the Status Conference Team and implement the orders.

12. Communicates with necessary assigned workers to adequately implement plans of actions.
13. Transports or arranges transportation for participants and families.
14. Develops and maintains a comprehensive knowledge of community resources.
15. Provides linkages for the participants with those resources that reduces the barriers to success
16. Attends trainings and maintain functional knowledge of treatment programs and delivery systems.
17. Maintains flexible work schedules in monitoring participants at various hours, including nights and weekends.
18. Create, implement and maintains data entry program for evaluations.
19. Implements the programs on a strength based philosophy.
20. Maintains case records and statistics, and prepares case activity and related reports, including log notes, written investigations, reviews and other necessary reports.
21. Completes other duties as assigned to makes these programs successful.

Other Functions:

Speaker to various organizations and leader in the promotion of the new develop program and implement to be successful.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education:

1. Bachelor's degree in social work, psychology, criminal justice, sociology guidance and counseling or other related field.
2. Minimum of one year field experience in a clinical or court setting.
3. Excellent written and oral expression.
4. Computer skills for data entry.
5. Knowledge about substance abuse and family dynamics.

Other Requirements: Valid Michigan Driver's License. Completes the Michigan Judicial Institute Certification for Juvenile Court Staff within two years after date of employment as required.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

FLSA Status: Non-exempt

Worker's Compensation Code: 7720/8832

Occupational Employment Statistical Code: 21911

Position: Contractual --40 hours week

Physical Requirements *{this job requires the ability to perform the essential functions contained in this description. These include, but are not limited to the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements}:*

- Climbing stairs and otherwise accessing home's schools and other buildings in order to conduct interview and gather information.
- Ability to complete home inspections and visits through the time of the case.
- Ability to access schools, community agencies and other facilities used as referral or information sources.
- Ability to access department files.
- Able to confront participants/families regarding substance abuse and other behaviors in a professional manner
- Driving to various sites to conduct interviews and follow-up on youth, this will include potential long distances.

Working Conditions:

- Exposure to various weather conditions while conducting field work
- Exposure to youths with various emotional problems and violent youths and their parents and others, including visits to the home s of juvenile offenders
- Required to be available for calls evenings and weekends.
- Exposure to communicable diseases of clients and families.
- Exposure to homes of various states of cleanliness and hygiene.
- Exposure to human body in various states of dress